



JOB DESCRIPTION & COMPETENCIES

EMPLOYEE NAME	TBC
POSITION DESCRIPTION	HR Admin / Assistant
OPERATIONAL AREA	Operations

KEY RESPONSIBILITIES

Founded in 2013, Indra Renewable Technologies is a fast-growing electric vehicle and smart energy technology company developing innovative charging and energy storage solutions. Indra operates across two highly innovative and fast-moving industries; electric vehicles ('on vehicle' technology) and smart energy ('off vehicle technology'); developing and manufacturing smart energy products, including an electric vehicle Smart Charger, a Vehicle to Grid (V2G) charger and vehicle battery systems. We see an opportunity for Indra to play a significant role in supporting EV OEMs, energy retailers and electricity grids in the transition to decarbonising transport and homes in the UK and beyond.

Indra are recruiting for a HR Assistant to join the team who will support all areas of HR, but will currently have a large focus on recruitment, on boarding and induction of new staff. Once trained the HR Assistant will own the recruitment, on boarding and induction.

Key Responsibilities:

- Coordination of the recruitment, onboarding and induction process
- Forming and maintaining employee records such as training, personal details, changes to contract
- Updating databases internally, for example the tracking of sickness and leave
- Assisting with payroll by providing the department with relevant employee information, i.e. holiday and sick days taken
- Creating concise reports providing HR information and metrics
- Assist in review and update of HR related policies and practices and maintain their compliance with both the business in line with regulation
- Help maintain a positive company culture
- Assist in the delivery of wellbeing programmes
- Promote the need for discretion and protection of confidential information
- Communicate appropriately and effectively with staff at all levels within the business

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- Maintain good relationships with internal customers, promoting the open-door policy
- Working to defined processes and controls to ensure company procedures are always followed accurately to meet legislative and business requirements
- Actively contribute to process improvement
- Support investigations, disciplinaries and grievances as and when required



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KEY COMPETENCIES

ROLE SPECIFIC COMPETENCIES

Essential Skills:

- People orientated and results driven
- Strong organisational, time management and workload prioritisation skills
- Comfortable working in a fast-paced office environment whilst retaining attention to detail
- Has good judgement, can take initiative and work independently
- Nurture a positive working environment
- Ability to maintain a high level of confidentiality and discretion at all times
- Proficient in the use of MS Office (Outlook, Excel, Word, PowerPoint)
- Good communicative skills

Desirable Skills:

- Previous HR and/or recruitment experience is advantageous, but not essential

Core Qualities:

- Competence to build and effectively manage interpersonal relationships at all levels of the company
- Personal Effectiveness: proactive, makes things happen, operates with resilience, flexibility and integrity
- Communication: shares and listens to information, opinions and ideas, using a range of effective approaches
- Self-Awareness: learns continuously and effectively adapts behaviour in response to feedback

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